



South Coast Air Quality Management District

Engineering & Compliance

*Policies &
Procedures*

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

MEMORANDUM

DATE: April 18, 1994
TO: Larry Bowen
Rudy Eden
Fred Lettice
Robert Pease
FROM: William J. Fray /s/ WJF
SUBJECT: Policy for Permit Re-Issue

It has come to my attention that the District frequently receives requests for “re-issue” of permits. Pursuant to Rule 301(f), the District can only assess a re-issue fee when a permit is re-issued.

Although a request for “re-issue” appears to be simple and straightforward, it can involve an enormous amount of work which includes, but is not limited to, evaluating other permits at the facility, verifying the NSR balance, and performing engineering calculations. We need to be careful as to what we allow to qualify for the re-issue fee. The re-issue fee shall be reserved for only the most straightforward, administrative-type changes.

Effective immediately, the following procedures shall be used to deal with the requests for “re-issue” of permits:

1. Any request for “re-issue” of a permit shall be made in writing through the appropriate team AQACS.
2. The team AQACS will determine if a “re-issue” fee is warranted, or if an application for “change of condition” must be filed.
3. If the team AQACS determines that the request qualifies as a “re-issue,” the fee will be billed after the permit is re-issued. If the team AQACS determines that a new application is required, the applicant shall be notified to submit a full application with the appropriate permit processing fee.

FEL: reissue
cc: Pat Leyden
Lee Lockie
Nick Nikkila
Carol Coy